

# **EMPLOYMENT OPPORTUNITY**

## **ASSOCIATE DIRECTOR Program Assessment and Approval**

### **Washington Higher Education Coordinating Board**

The Higher Education Coordinating Board (HECB) is a 10-member citizen board that makes recommendations to the Legislature and Governor on higher education policy and administers all of the state's student financial aid programs. The Board assesses the higher education needs of Washington citizenry and recommends enrollment and other policies to meet those needs. The Board is charged by state law with representing the "broad public interest above the interests of individual colleges and universities." The HECB reviews the operating and capital budget requests of the state's public colleges and universities and recommends budget priorities to the Governor and Legislature. The Board also approves new degree programs offered by the public four-year institutions of higher education and administers other postsecondary programs that serve the public.

### **General Description**

The Associate Director is primarily responsible for leading the transition from the current institutionally-based program approval process to a statewide degree and program needs assessment and implementation strategy. In doing so, this position must work closely with institutional stakeholders to coordinate and facilitate the transition.

Once the new process is developed, the Associate Director will be responsible for reviewing institutional degree proposals and making recommendations to the Board, conducting statewide and regional program assessments, and collecting and managing data. To the extent any of this work is contracted out, the Associate Director will be responsible for the development and administration of the RFP process and contract management. To the extent any of this work is assigned to other HECB staff, the Associate Director will be responsible for project oversight.

### **Major Responsibilities**

#### *Degree Program Approval*

- Develop guidelines and objective decision-making criteria regarding approval of degree program proposals.
- Evaluate whether institutions' degree program proposals are justified by the HECB's statewide needs assessment.
- Evaluate whether institutions' degree program proposals align with or implement the HECB's statewide strategic master plan for higher education.
- Coordinate the program assessment and approval process functions with the accountability, fiscal and education services functions of the Board.

### *Program Assessment*

- Develop, administer and monitor a comprehensive and ongoing assessment process to analyze the need for additional degrees and programs, additional off-campus centers and locations for degree programs, and consolidation or elimination of programs by public four-year institutions.
- As part of the program assessment process, recommend whether certain major lines of study or types of degrees shall be assigned uniquely to some institutions or institutional sectors in order to create centers of excellence that concentrate resources and expertise.
- As part of the program assessment process, collect data describing student, employer and community demand for degrees; current and projected enrollment at public and private institutions; and data on supply and demand for work force education, certificates and associate degrees.
- Work with representatives of the State Board for Community and Technical Colleges and the Workforce Training and Education Coordinating Board to develop an assessment of the number and type of higher education and training credentials required to match employer demand for a skilled and educated work force.
- Based on the program assessment analysis, develop a method and timetable to periodically recommend consolidation or elimination of programs at public four-year institutions.
- As necessary, evaluate proposed legislation to determine potential consistencies and conflicts with Board initiatives and state higher education programs, and prepare related reports and correspondence.
- Develop and maintain effective liaison with academic, fiscal, and programmatic professionals at higher education institutions, and with policy professionals at higher education institutions, state executive agencies, and the state Legislature.
- Work as a team leader or contributing member of a team to plan, organize and manage policy development, evaluation, or research on behalf of the Board.

### **Salary and Benefits**

The salary for this position is \$69,000 - \$75,000 depending on qualifications and experience. Benefits include comprehensive health and insurance provisions, retirement contributions, and vacation and sick leave.

### **Essential Skills, Knowledge and Abilities**

- Knowledge of principles and practices of research, analysis, communication, public administration, planning, evaluation, organization and data processing tools.
- Knowledge of academic program planning.
- Ability to present facts and recommendations in a clear, concise, effective, and logical manner, orally and in writing. Ability to clearly communicate complex technical information to lay audiences.
- Ability to collaborate with a variety of individuals and organizations, both within and external to the HECB, including legislative, state agency and Governor's office staff; higher education faculty and staff; information technology and data management professionals; policy analysts; and representatives from national and statewide higher education-related organizations.

### **Minimum Qualifications**

- Master's degree in social science, public administration, business administration, law or related field and five years of relevant professional experience.
- Three years of experience in the analysis of statewide policy issues – preferably in higher education – and in the communication and analysis of complex information for lay audiences.
- Three years of experience using spreadsheet, graphics, statistical and text processing software in a microcomputer environment, with good facility in sophisticated quantitative analysis.

### **Preferred Qualifications**

- Doctorate degree
- Three years of experience in research design and administration, the use of statistical methods, and the management of databases.
- Demonstrated proficiency in designing and executing research projects; in creating, managing, and revising databases; and in using a wide range of multivariate statistical techniques.
- Three years of experience as a team leader, or equivalent experience managing projects, supervising or managing.

### **How to Apply**

Applications should include the following:

1. A cover letter addressing the essential skills, knowledge and abilities and the minimum and preferred qualifications.
2. A detailed resume.
3. The Reference/ Affirmative Action Sheet (completion of the affirmative action portion is optional).

Review of applications will begin on May 7, 2004. Send applications to:

Kerri McConnell  
Administrative Assistant  
Washington Higher Education Coordinating Board  
917 Lakeridge Way  
Olympia, Washington 98504-3430

Applications may be submitted electronically to: [humanresources@hecb.wa.gov](mailto:humanresources@hecb.wa.gov)

*The Washington Higher Education Coordinating Board is an equal opportunity/ affirmative action employer and is strongly committed to enhancing the diversity of its workforce. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance. Please contact us at 360-753-7802 as early as possible regarding any assistance you may require.*

## References /Affirmative Action Data

Please complete and return this form with your employment application package.

Name: \_\_\_\_\_

Position: **Associate Director/ Program Assessment and Approval**

Check the item that best describes how you heard about this position.

<input type="checkbox"/> Friend or neighbor	<input type="checkbox"/> HECB Job line/ Web site	<input type="checkbox"/> Newspaper or other publication*
<input type="checkbox"/> Department of Personnel		
<input type="checkbox"/> Other State Agency*	<input type="checkbox"/> Other	<input type="checkbox"/> An organization's electronic notice*

\*Please specify Web site, organization, newspaper, publication or "other" source here:

The Higher Education Coordinating Board is an equal opportunity employer. The Board's state-approved Affirmative Action Program seeks to ensure that employment opportunity information reaches all qualified potential candidates, including African Americans, American Indians/Alaskan Natives, Asian/Pacific Islanders, Caucasians, Hispanics, women, men, persons aged 40 and over, persons with disabilities, disabled veterans, and Vietnam-era veterans. To implement this program more successfully, the Board requests that you provide the following information. Submission of this statistical information is voluntary; failure to complete this portion of the form will not adversely affect your candidacy for employment.

*This information will be separated from your application and handled confidentially.*

Please check any/all of the following that apply:

<input type="checkbox"/> Male	<input type="checkbox"/> African American/Black	<input type="checkbox"/> Vietnam-Era Veteran
<input type="checkbox"/> Female	<input type="checkbox"/> Asian/Pacific Islander	(served 180 days or more between 2/28/61
<input type="checkbox"/> Age 40 or older	<input type="checkbox"/> Caucasian/White	and 5/7/75 and do not have a dishonorable
<input type="checkbox"/> Person with a disability	<input type="checkbox"/> Hispanic/Latino	discharge)
	<input type="checkbox"/> Native	<input type="checkbox"/> Special Disabled Veteran
	American/American	(30% or more disability)
	Indian/Alaska Native	

Name:  
(Print) \_\_\_\_\_

Position:        **Associate Director**

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**References** – Please print or type: Name, position title, current address and telephone number.

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*"I hereby authorize the Higher Education Coordinating Board to make inquiries regarding my education, work experience and references, unless otherwise stated. I hereby release all parties and persons associated with any such inquiries from liability in connection with information they give."*

Comments: \_\_\_\_\_  
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*Signature of applicant*

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*Date*